

INMAGIC COURSES: CAPE TOWN - SEPTEMBER 2018

VENUE: CAPE TOWN

Mindex Cape Town Office, 2 Merry Rocks CL, Durbanville – [Click here for more information](#).

DATES: 10 SEPTEMBER 2018 – 14 SEPTEMBER 2018

Please assist us with venue booking, catering etc., by completing the following booking form in caps. Please indicate who would like to attend any of these courses and return the form to us at office@mindex.co.za. Fax to 086 524 1262. We will provide you with an invoice or further information.

Cost: Price per Full day per person R4882.45 (vat inclusive)

Cost: Price per Half day per person R2875.00 (vat inclusive)

Please note the following:

1. Please ensure you comply with the course prerequisites.
2. Once you submitted your booking, you will receive an invoice within two working days. If you do not receive an invoice we have not received your booking.
3. **Full payment or government order* is required to confirm the booking and must be received two weeks in advance.**
 - EFT Payments: Please use your invoice number and company name as reference.
 - **Please send proof of payment to office@mindex.co.za**
 - Reservations will only be finalised after full payment or a government order has been received.
 - Invoices can be supplied to enable payments, but a completed booking form must also be submitted.

***Only original government order forms will be accepted to confirm the booking.**

4. Mindex is not responsible for classes missed due to personal reasons. Fees are not transferable or refundable once the course has commenced. Refunds only apply where the course has been cancelled Mindex Systems.

For Information about the venue – click the link on the top of the page or visit our website <http://www.mindex.co.za> and select the Training tab.

See booking form and course info on the next pages.



Tel: 021 976 0515

E-mail: office@mindex.co.za

COURSE BOOKING FORM: 10 SEPTEMBER TO 14 SEPTEMBER 2018

Please assist us with venue booking, catering etc., completing the following booking form and returning it to us at office@mindex.co.za Subsequently we will provide you with an invoice. (Note: All courses require **pre-payment**)

COMPANY NAME: _____

CONTACT PERSON: _____

E-MAIL: _____

TELEPHONE: _____ CELL: _____

(Please PRINT participants name in CAPITAL letters for each course) and provide their Cell phone number.

Course 1: [Inmagic DB/Text Level 1 \(Half day\) Morning only R2875.00 vat included- per person – 10/09/2018](#)

1.Name: _____

Email _____ Cell _____

Course 2: [Inmagic DB/Text Level 2 \(Half day\) Afternoon R2875.00 vat included- per person – 10/09/2018](#)

2.Name: _____

Email _____ Cell _____

Course 3: [Inmagic DB/Text Advanced \(Full day\) R4882.45 vat included -per person – 11/09/2018](#)

3.Name: _____

Email _____ Cell _____

Course 4: [Inmagic Archiving \(Full day\) R4882.45 vat included -per person Parallel Session* – 12/09/2018](#)

5.Name: _____

Email _____ Cell _____

Course 5: [Inmagic Cataloguing \(Full day\) R4882.45 vat included -per person Parallel Session* – 12/09/2018](#)

6.Name: _____

Email _____ Cell _____

Course 6: [Data Clean-up & Quality Control \(Half Day\) Afternoon R2875.00 vat included- per person 13/09/2018](#)

4.Name: _____

Email _____ Cell _____

Course 7: [Inmagic Form design \(Full Day\) R4882.45 vat included -per person – 14/09/2018](#)

7.Name: _____

Email _____ Cell _____

***Please note: Thursday 13/09/2018 are parallel sessions – please choose either Course 5 or Course 6.**



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Special Dietary Requirements:

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Other requests or notes:

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Please indicate in the notes field if you would like to bring your own laptop.

Please note that if you bring your own laptop, you need to be at the venue 30 min prior to the starting time to ensure that we can load the demo version onto your laptop.

DB/Text – Level 1 (Half Day)

Focus: Clients that have the DB/Text.

New Inmagic users

Pre-requisite: Basic knowledge of Microsoft Windows.

Content:

- Introduction to the software
- Searching
- Data capturing
- Editing functions
- Maintain Textbases: Backups & Recovery

Date: 10 SEPTEMBER 2018

Cost: R2875.00 including vat – per person

DB/Text– Level 2 (Half Day)

Focus: Clients who have already completed the Level 1 course and need more skills to manage their databases.

Pre-requisite: Completed DB/Text Level 1 and a basic knowledge of Microsoft Windows.

Content:

- Create new Textbases
- Validations
- More searching
- Passwords
- Basic Query screen design
- Basic Form design
- Import & Export
- Manage Textbase elements
- Maintain Textbases

Date: 10 SEPTEMBER 2018

Cost: R2875.00 including vat – per person

DB/Text Advanced (Full Day)

Inmagic DB/Text Advanced (1 Day)

Focus: Clients with DB/TextWorks. Advanced functions of DB/TextWorks.

Pre-requisite: DB/Text Level 1 and Level 2 Courses (NOT the Library Module Course) Must have worked on the system for at least 4-6 months.

Content:

Linking of Textbases and design of linked forms
Report sorting - primary sort, exploded and interfiling
Advanced Structure design
Manage Text bases: Copy, Delete, Rename and Recovery of Textbase
Tools: Options
Send Report as Mail
Copy Special
Linking images and launching files with Inmagic
Sets: Saving, editing, loading, and displaying
Write to File and Write Report to HTML

Date: 11 SEPTEMBER 2018

Cost: R4882.45 vat included – per person

Archiving – (Full Day) Parallel Session *

Focus: Clients with Archives or starting an archive

Pre-requisite: No pre-requisites

Content:

Archival Policies: Retention, Collection and Care
Setting up a database for an Archive
Practical hands on database design and searching
Lending

Date: 12 SEPTEMBER 2018

Cost: R4882.45 vat included – per person

Cataloguing – Parallel Session (Full Day)

Focus: An introductory course to elementary cataloguing and data capturing. DB/Text's Library Module will be used as application software.

Pre-requisite: Working knowledge of Windows

Content:

Overview of a basic record / Sources of information
Elements of the title page / Authors
Publishing data / Physical description Important numbers
Non-printed materials / Journals/Serials

Date: 12 SEPTEMBER 2018

Cost: R4882.45 including vat – per person

Data Cleanup and Quality Control (Half day) Afternoon Only

Focus: Clients with existing databases who need to clean up data or implement data capturing rules.

Pre-requisite: No pre-requisites

Content:

Using Validations
Cleaning up data using Batch Modify
Spell checking with Inmagic
Using a Thesaurus
Adding suggested rules to data capture screens.

Date: 13 SEPTEMBER 2018

Cost: R2875.00 vat included – per person

Inmagic DB/Text Report and Form Designing (1 Day)

Focus: Advanced functions of the DB/Text forms designer.

Pre-requisite: DB/Text Level 1 and Level 2 or Library Module Course.

Content:

Design of Forms – report, display and print
Calculations in forms
Displaying Linked fields
Adding images
Working in Margin and Record Areas
Anchoring Boxes
Logo's and backgrounds
Sort levels and "exploded" sorting

Date: 14 SEPTEMBER 2018

Cost: R4882.45 including vat per person.



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***Please note: Thursday 13 September – Parallel Sessions - please choose either Course 5 or Course 6**